



University Road,
P.O. Nithyananda Nagar
Deralakatte
Mangalore - 575018
Ph: 0824-2204667/68/69/71
Fax: 0824-2203943

No.YU/REG/ACA/N-T. Griev./004/2013

07.03.2013

NOTIFICATION

Sub: Constitution of Non-teaching Grievance Committee

Non-teaching Grievance Redressal Committee is constituted by the Yenepoya University to deal with the individual grievance in accordance with the UGC Guidelines consisting of the following members and is hereby notified:

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|---|--|---|------------------|
| 1 | Director (A&A) | : | Chairman |
| 2 | Mr. Krishnadev Navada, Sr. Asst., Finance Section | : | Member |
| 3 | Mrs. Gunashree, PA to the Principal, YMC | : | Member |
| 4 | Mrs. Velentine D' Souza, Nursing Aid, Oral Surgery | : | Member |
| 5 | Ms. Jayalaxmi, FDA, Office of the Medical Supdt. | : | Member |
| 6 | Mr. Abdul Azeze, FDA, YMCH | : | Member |
| 7 | Special Officer | : | Member Secretary |

Scope of the Committee:

The Grievance/Complaints/petitions signed by individual employee or group of employees shall be referred to the Committee immediately on receipt. The Committee will meet, enquire into the grievances and make recommendations for redressal of the grievance or suitable action on the reported grievance (s). The Committee shall also recommend suitable actions against the complainant (s) if the allegations are found to be baseless.

In case there is no complaint during the year, the Committee shall meet atleast once in a year and shall submit a nil report.

This committee shall remain in office until further orders.

REGISTRAR

To

The Chairperson & all other members

Copy to:

- The Principals of all Constituent Colleges (YMC/YDC/YNC/YPC)

- Finance Officer
- Controller of Examinations
- Director (A&A)
- Coordinator, NAAC
- P A to Vice-Chancellor / PA to Registrar